

INCORPORATED VILLAGE OF NISSEQUOGUE

Building Permit Procedure

The following packages of information shall be submitted to the Building Inspector. Each packet shall contain all the information as outlined below and be clearly marked for that board. When the application is deemed complete, an application number will be assigned and each packet will be forwarded to the appropriate board.

Applications must be presented 2 weeks prior to the scheduled meeting of the ARB and Planning Board.

Building Department:

One copy of the building permit application completed on both sides and notarized
One copy of the original survey, signed and sealed
One copy of the site plan, signed and sealed
One set of construction drawings, signed and sealed
One copy of the EAF, Environmental Assessment Form
One copy of the CAF, Coastal Assessment Form Insurance Certificate, Liability and Workmen's Comp
Check for fees, to the "Incorporated Village of Nissequogue"
Copy of contractor's license

Planning Board:

One COPY of the building permit application completed on both sides
Seven original surveys, signed and sealed
Seven original site plans, signed and sealed
One set of construction plans, signed and sealed
Two copies of the EAF
One copy of the CAF
Check for fees, to the "Incorporated Village of Nissequogue," as below:

Application Fee for Building Permits:

- A) Simple accessory structures \$500.00,
- B) Swimming pools, barns and large accessory structures \$750.00 and
- C) Houses and substantial additions \$1,500.00.

Trust and Agency Fee: \$1,500.00 maximum (for professional services) based on the complexity of the project as determined by the Building Inspector.

Total Fee: \$500.00 plus T&A Fee

Subdivision Application Fees:

Base fee: \$500.00 plus \$150.00 per acre or portion thereof.

Trust & Agency Fee: \$5,000.00

Total Fee: \$5,500.00

Note if account drops below \$2,500.00, additional monies will be requested.

Remaining balance refunded upon written request.

Planning board to act as clearinghouse for applications forwarded to ZBA.

LWRP:

One copy of the building permit application

Two copies of the survey, signed and sealed

Two copies of the site plan, signed and sealed

One copy of the EAF

One copy of the CAF

Architectural Review Board:

One copy of the building permit application completed on both sides

One copy of the EAF

One copy of the CAF

Five copies of the original survey, signed and sealed

Five copies of the site plan signed and sealed

Five copies of the construction plans, signed and sealed

Preliminary discussion with ARB:

5 copies of plans and 5 copies of survey, Application, EAF and CAF are not required

Board of Zoning Appeals:

Six copies of the Board of Zoning Appeals application

One copy of the building permit application completed on both sides Six copies of the survey -

NOTE: In addition to the requirements for a

Standard survey, the BZA requires all structures

within 100 feet of the applicant's property be indicated on the survey along with the building envelope.

Six copies of the site plan showing all proposed structures requiring a variance, indicate the offsets to the property line

Six copies of all certificates of occupancy

Six copies of the deed

Appropriate fees to the "Incorporated Village of Nissequogue".

Survey Requirements:

Appropriate scale, not smaller than 1" = 30'

All copies must be stamped and signed, and guaranteed to applicant

Key map and/or distance to the nearest cross street

Name of the subdivision or filed map.
 If appropriate, include file number and date.
 SCTM, district, section, block and lot
 Surveyor name, address, phone number and date of survey
 Property owners' names and adjacent property owners' names
 North arrow
 Bearing and distance of all property lines
 Road names abutting the property with width of ROW and pavement edges
 Topo, contour elevations at 2' intervals, and percentage of slope if greater
 than 25% as per LWRP, and 30% as per Village Code
 Area of lot
 All existing structures and their use, i.e.: residence, deck, pool, patio, fences, walls,
 gates, entry piers, etc.
 Elevations of all structures.
 First floor elevation of principal and accessory structures
 Driveway location, curbing, surface material, and percentage of slope.
 Drainage structures and calculations based on a 3" rainfall
 Septic system, well or water supply line with offsets as required by SCBHS Underground
 utilities
 Building envelope, in accordance with the zoning code or filed map Building line width
 250' as required by code
 Buffer zone, 25'- 0" no clearing or disturbance of flora and fauna All recorded easements
 and ROW
 BZA requirements, if applicable, see BZA above Indicate 25% of clearing as required by
 code
 Bluffs, ponds, wetlands, mean high water line, DEC and LWRP setbacks
 Test hole data
 United States coast and geodetic survey datum
 If in a flood zone, indicate such and refer all grades to mean high tides and
 All elective and mechanical above elevation 12' above M.H.T.

Site Plan:

All of the above requirements as outlined for the survey, plus:
 Proposed structures and improvements and their offset to the property line
 Total square footage of house and garage, based on lot size
 Number of stories of improvement and total height of structure
 Existing & proposed contour lines at 2'0" intervals, and spot elevations at each corner of
 proposed structure
 Verification that all, existing, and proposed driveway water run-off is directed to a storm
 drain
 All trees 8" and larger in diameter that are to be removed are indicated
 25% of clearing as per code 111-6-A-1
 FIRM map data, and elevations in the flood zone areas
 Landscaping
 List of names of all owners of properties contiguous to site First floor elevation

Proposed utilities and location
Lot width at set back line from street
Anything to be removed shall be indicated with dotted lines
All adjacent structures within 100' of property lines

Fee Structure:

Residential structures: \$0.85 per sq. ft. all floors and garage. Min fee: \$350.00
Additions and alterations: \$0.85 per sq. ft. Min fee: \$350.00
Accessory structures, docks, seawalls, pools, tennis courts, gazebos, cabanas, (barns and garages under 300 sq. ft.): \$350.00
Barns and garages over 300 sq.ft.: \$0.50 per sq.ft. Minimum fee: \$350.00
Demolition all structures: \$350.00
Amendment to plans: \$250.00
Tanks, LP Gas & Oil: \$350.00
Plumbing & Electrical Service Change: \$ 350.00

DEC:

If your application is for improvements within the DEC Scenic River Zone, Coastal Erosion Zone, Saltwater Tidal Wetlands or Freshwater Wetlands contact the DEC at 631-444-0355,
Bldg. 40 Stony Brook University.

Building Inspector: Jerry Harris 631-862-9494
Architectural Review Board: Contact the Village Hall at 631-862-7400
Planning Board: Contact the Village Hall at 631-862-7400
Zoning Board of Appeals: Contact the Village Hall at 631-862-7400
Village Engineer: Contact the Village Hall at 631-862-7400
Joint Coastal Management Commission / LWRP: Contact the Village Hall at 631-862-7400